

**REPORT ON SPECIAL INVESTIGATION
OF THE
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

For the Period
July 1, 2001 through June 30, 2007

TABLE OF CONTENTS

	<u>Page</u>
Auditor's Report	1
Investigative Summary:	2-5
Background information	
Detailed Findings	
Recommended Control Procedures	
Exhibits:	<u>Exhibit</u>
Summary of Findings	A 6
Improper Checks Issued to Christine Davis - Payroll	B 7-18
Improper Checks Issued to Christine Davis - Flex Plan	C 19
Improper Checks Issued to Christine Davis - Accounts Payable	D 20
Improper Checks Issued to Donald Davis - Payroll	E 21-31
Improper Checks Issued to Donald Davis - Flex Plan	F 32
Improper Checks Issued to Donald Davis - Accounts Payable	G 33

BRUCE D. FRINK

Certified Public Accountant

To The Board of Education of the
West Marshall Community School District:

As a result of alleged improprieties regarding certain disbursements and at your request, we conducted a special investigation of the West Marshall Community School District. We have applied certain tests and procedures to selected financial transactions of the District for the period July 1, 2001 through June 30, 2007. Based on discussions with District personnel and a review of relevant information, we performed the following procedures for the periods specified.

For the period July 1, 2001 through June 30, 2007, we:

1. Evaluated internal controls to determine whether adequate policies and procedures were in place and operating efficiently.
2. Traced all checks issued to Christine Davis and Donald Davis to the accounting records recorded in the District's accounting software.
3. Traced all payments made from the District's flex spending account to Christine Davis and Donald Davis to flex spending account setup information and claims documentation.

These procedures identified \$77,538.26 of improper disbursements. Also, it identified checks that had the date altered to allow for payment of payroll prior to the proper date. The \$77,538.26 is comprised of the following:

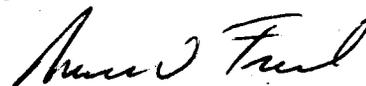
- \$44,537.21 of payroll checks issued to Christine Davis in excess of contracted amounts.
- \$20,181.50 of checks paid out of the flex spending account to Christine Davis which she had not had withheld from her payroll.
- \$12,319.55 of payroll checks issued to Donald Davis in excess of contracted amounts.
- \$500.00 of checks paid out of the flex spending account to Donald Davis which he had not had withheld from his payroll.

Several internal control weaknesses were also identified. Our detailed findings and recommendations are presented in the Investigative Summary and Exhibits A through G of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Marshall County Sheriff's Office, the Marshall County Attorney's Office, the Division of Criminal Investigation, the Attorney General's Office and the Auditor of State of Iowa.

We would like to acknowledge the assistance and many courtesies extended to us by the officials and personnel of the West Marshall Community School District during the course of our investigation.



Bruce D. Frink
Certified Public Accountant

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WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Investigative Summary

BACKGROUND INFORMATION

Christine Davis was appointed District Secretary/Treasurer in October 7, 1985 and has held that position in conjunction with her duties as business manager since that time. The position is an appointed one with the Board of Education appointing Ms. Davis annually since that time. Mr. Donald Davis was employed at the District as a liaison officer beginning in September, 2000.

Ms. Davis was responsible for:

1. Cash - reconciliation of bank accounts for the General, Management, Physical Plant and Equipment Levy, Capital Projects, Debt Service and Flex Spending Funds
2. Receipts - receipt of taxes and miscellaneous revenues for the above funds.
3. Disbursements - check preparation, check signing and distribution for the above funds.
4. Reporting - preparation of monthly financial reports for presentation to the Board of Education and annual reports to the Iowa Department of Education.
5. Payroll - preparation of payroll, check signing, direct depositing, distribution and preparation of all payroll tax reports.

The District's primary sources of revenue include property taxes collected by Marshall and Story Counties and remitted to the District, state and federal funding sources and local option sales tax from the State of Iowa. Revenue is also received throughout the year for tuition and other miscellaneous revenues, however this makes up a relatively small portion of the District's revenues.

The accounts payable purchasing process is designed as follows:

1. Purchase order is prepared and approved by district administration prior to ordering.
2. Invoice is to be compared to purchase order and items actually received.
3. List of invoices to be approved is presented to the Board of Education on a monthly basis. (Note - the Board did not regularly review the invoice documentation.)
4. After board approval, the checks are prepared and cosigned by the District Secretary and the Board President or the Board President's designee.
5. The checks are then distributed by the District Secretary.
6. Exceptions to these procedures are allowed for items such as utilities and postage. These items are approved at the following board meeting.

The payroll process is designed as follows:

1. Payroll contracts are approved annually for all full and part time employees.
2. Payroll for hourly employee is submitted to the District Secretary prior to the 10th and 25th of each month.
3. Payroll is prepared by the District Secretary in a timely manner allowing for direct deposit of payroll into employees' individual bank accounts on the 10th and 25th of each month. Paper checks are distributed on those days to employees who do not wish to have their checks direct deposited and substitute employees.
4. Paper checks are to be cosigned by the District Secretary and the Board President or the Board President's designee.

The flex spending account is designed to operated as follows:

1. Employees submit flex spending contribution forms to the business manager at the beginning of each school year. These amounts are withheld from the employee's payroll each pay period. These amounts are not subject to Federal and State income taxes. Flex spending can be used for medical expenses or child care expenses. The employee submits proof of payment and the district reimburses the employee for the expenses.
2. Amounts withheld from payroll are kept in the General Fund checking account and transferred to the Flex Spending checking account on a monthly basis as bills are submitted. Ms. Davis was in charge of transferring funds between accounts and issuing flex spending checks.

Bank statements were returned to the District each month and reconciliations were performed by Ms. Davis. There was no review of the reconciliations nor were bank reconciliations performed by other personnel.

In May 2007, Superintendent Ned Sellers contacted our office as to possible discrepancies in the District's flex spending account. Prior to the scheduled date of our review of the flex spending account, Christine Davis admitted to Superintendent Sellers that she had circumvented the designed payroll processing system on numerous occasions.

Ms. Davis resigned from her positions as District Secretary/ Treasurer and business manager on May 14, 2007. As a result of the discrepancies identified, the District requested that we conduct an investigation of the flex spending account and Ms. Davis's payroll and other checks issued to her. As a result of that request, we performed the procedures detailed in the attached report for the period July 1, 2001 through June 20, 2007.

DETAILED FINDINGS

These procedures identified \$77,538.26 of improper disbursements. Also, it identified checks that had the date altered to allow for payment of payroll prior to the proper date. Ms. Davis did not fill out flex spending forms for any year under investigation. Mr. Davis did not submit any forms for the year ending June 30, 2002 in which he received money from that fund. The \$77,538.26 is comprised of the following:

- \$44,536.21 of payroll checks issued to Christine Davis in excess of contracted amounts.
- \$20,181.50 of checks paid out of the flex spending account to Christine Davis which she had not had withheld from her payroll.
- \$12,319.55 of payroll checks issued to Donald Davis in excess of contracted amounts.
- \$500.00 of checks paid out of the flex spending account to Donald Davis which he had not had withheld from his payroll.

All findings are summarized in Exhibit A and a detailed explanation of each finding follows.

In the course of our investigation, we reviewed the payroll tax reports for the District for each year. It appears that all payroll amounts reported to the various governing agencies were all in agreement with contract amounts. This leads us to conclude that the District did not incur any additional employer paid payroll taxes for Social Security, Medicare or IPERS.

IMPROPER DISBURSEMENTS

During our investigation, we scanned all bank statements from July 1, 2001 through June 20, 2007 and identified improper disbursements as early as July, 2001. After discussion with District officials and review of the discrepancies noted at that time (primarily changing of dates on checks to allow premature distribution), it was decided to limit our investigation to the described period.

We prepared lists of all checks made out to Christine Davis and Donald Davis (her husband). We then traced the check numbers, dates and amounts of these checks to the accounting records. The following discrepancies were noted:

1. Accounts payable checks issued to Christine Davis and Donald Davis for the amount of their payroll check prior to the proper date of issuance. On some occasions, payroll checks were printed, but not cashed. On other occasions, additional checks were issued. Checks were cashed the date of the check, although these were occasionally altered to allow earlier payment than authorized.
2. Checks were written from the flex spending account to Christine Davis and Donald Davis to which they were not entitled.
3. Accounts payable checks issued to Christine Davis and Donald Davis that were not recorded in the financial records of the District.

In instances 1 and 3, the checks were prepared on the computer, but were not recorded in the financial accounting records by opting not to post the entries. Entries were made at a later date in order to cover the discrepancies. We were unable to verify the location of disposition of the checks that are listed as "Never cleared" in Exhibits B and E. Details of the improper disbursements are included in Exhibits A-G. The following table summarizes the improper disbursements by fiscal year (District's fiscal year end is June 30).

<u>Fiscal Year</u>	<u>Issued to</u> <u>Christine Davis</u>		<u>Issued to</u> <u>Donald Davis</u>		<u>Total</u> <u>\$</u>
	<u>Payroll</u> <u>\$</u>	<u>Flex</u> <u>\$</u>	<u>Payroll</u> <u>\$</u>	<u>Flex</u> <u>\$</u>	
2002	1,054.88	2,775.00	460.00	-	4,289.88
2003	9,295.66	3,625.00	519.67	500.00	13,940.33
2004	5,081.10	1,650.00	2,787.96	-	9,519.06
2005	10,188.47	5,856.50	7,809.80	-	23,854.77
2006	7,968.46	1,675.00	1,443.79	-	11,087.25
2007	<u>10,948.64</u>	<u>4,600.00</u>	<u>(701.67)</u>	<u>-</u>	<u>14,846.97</u>
Total	<u>44,537.21</u>	<u>20,181.50</u>	<u>12,319.55</u>	<u>500.00</u>	<u>77,538.26</u>

RECOMMENDED CONTROL PROCEDURES

As part of our investigation, we reviewed the procedures used by the West Marshall Community School District to perform bank reconciliations and process disbursements and payroll. An important aspect of internal control is to establish procedures to provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be noted within a reasonable time during the course of normal operations. Based on our findings and observances detailed below, the following recommendations are made to strengthen the West Marshall Community School District's internal controls.

- A. Segregation of duties - An important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties that are incompatible. The former District Secretary had control over each of the following areas for the District:
1. Accounts payable disbursements - check preparation, check signing, invoice processing and distribution.
 2. Payroll processing and distribution.
 3. Financial reporting - bank reconciliation and financial statement preparation.

Some of these duties (i.e. check signing) are dictated by Iowa law, however, adequate segregation may still be accomplished.

Countersignature of the checks by the Board President or their designee was normally done by the use of a signature stamp bearing the Board President's name. Control of this stamp was found to be in control of the District Secretary at times (see Item B).
Recommendation - We realize that segregation of duties is difficult with the limited number of office employees. However, the duties within function should be segregated to the fullest extent possible among the office staff and administration. Bank account reconciliation duties should be assigned to personnel not involved with the funds included in each account. This would allow another person to view the actual transactions that clear the bank statement each month and allow for a timely detection in case of irregularities.

- B. Use of Signature Stamps - Control of the Board President's signature stamp should be maintained by the Board President. In times of the Board President's absence another board member (preferably) or administrator should be designated to countersign all checks.

Recommendation - We recommend that an alternate signer be designated to countersign checks in the Board President's absence. We also recommend that control of any signature stamps be maintained by the individual whose signature they bear.

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Summary of Findings
For the Period July 1, 2001 through June 30, 2007

<u>Description</u>	<u>Exhibit</u>	<u>Amount</u>
Improper checks issued to Christine Davis - Payroll	B	\$ 44,537.21
Improper checks issued to Christine Davis - Flex Benefit	C	20,181.50
Improper checks issued to Christine Davis - Accounts Payable	D	-
Improper checks issued to Donald Davis - Payroll	E	12,319.55
Improper checks issued to Donald Davis - Flex Benefit	F	500.00
Improper checks issued to Donald Davis - Accounts Payable	G	-
Grand total all exhibits		<u>\$ 77,538.26</u>

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2002		\$			\$	
12994	July 10, 2001	2,959.51			-	Never Cleared
13014	July 25, 2001	1,351.40	13014	July 25, 2001	1,351.40	Cleared
NOT RECORDED		-	1251	July 31, 2001	1,000.00	Cleared
NOT RECORDED		-	1253	July 9, 2001	1,300.00	Cleared
NOT RECORDED		-	1255	July 10, 2001	9.51	Cleared
NOT RECORDED		-	1256	July 3, 2001	1,300.00	Cleared
13026	August 10, 2001	1,351.40			-	Never Cleared
13049	August 24, 2001	1,351.40			-	Never Cleared
NOT RECORDED		-	1250	August 6, 2001	1,351.40	Cleared
NOT RECORDED		-	1249	August 8, 2001	1,351.40	Cleared
NOT RECORDED		-	1245	August 16, 2001	402.80	Cleared
13074	September 10, 2001	1,351.40			-	Never Cleared
13124	September 25, 2001	1,351.40	13124	September 25, 2001	-	Never Cleared
NOT RECORDED		-	3171	September 25, 2001	1,351.40	Cleared
3177	October 10, 2001	1,351.40			-	Never Cleared
13229	October 25, 2001	1,351.40			-	Never Cleared
NOT RECORDED		-	3172	October 2, 2001	2,702.80	Cleared
13276	November 8, 2001	1,351.40	13276	November 8, 2001	1,351.40	Cleared
13335	November 21, 2001	1,351.40	3335	November 21, 2001	1,351.40	Cleared
113383	December 10, 2001	1,351.40	3383	December 10, 2001	1,351.40	Cleared
13441	December 21, 2001	1,351.40			-	Never Cleared
NOT RECORDED			3379	December 4, 2001	1,351.40	Cleared
NOT RECORDED			3484	December 27, 2001	750.00	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Register	Net Amount Per Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2002		\$			\$	
NOT RECORDED						
3490	January 10, 2002	1,351.40	3488	December 31, 2001	602.40	Cleared
13547	January 25, 2002	1,351.40	3490	January 10, 2002	1,351.40	Cleared
13598	February 8, 2002	1,351.40	3598	February 8, 2002	-	Never Cleared
13655	February 25, 2002	1,351.40	3655	February 25, 2002	1,351.40	Cleared
			3761	March 11, 2002	1,351.40	Cleared
13706	March 8, 2002	1,351.40	3706	March 8, 2002	1,351.40	Cleared
13764	March 25, 2002	1,351.40				Cleared
NOT RECORDED						
13815	April 10, 2002	1,351.40	3761	March 11, 2002	1,351.40	Cleared
13873	April 25, 2002	1,351.40	3815	April 10, 2002	1,351.40	Cleared
NOT RECORDED						
13930	May 10, 2002	1,351.40	3808	April 1, 2002	1,352.40	Cleared
13991	May 24, 2002	1,351.40	3930	May 10, 2002	1,351.40	Cleared
NOT RECORDED						
14044	June 10, 2002	1,351.40	3922	May 1, 2002	1,351.40	Cleared
114104	June 25, 2002	1,351.32	4044	June 10, 2002	1,351.40	Cleared
NOT RECORDED						
	Total	34,041.63	4101	June 6, 2002	1,351.40	Cleared
					35,096.51	
	Variance				1,054.88	

Check 12994 included amounts Ms. Davis was paid for Adult Education coordinator contract.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
14247	July 10, 2002	3,036.89			-	Never Cleared
14264	July 25, 2002	1,388.88	4264	July 25, 2002	1,388.88	Cleared
NOT RECORDED		-	4244	July 1, 2002	1,500.00	Cleared
NOT RECORDED		-	4261	July 3, 2002	1,536.89	Cleared
NOT RECORDED		-	4262	July 9, 2002	1,388.90	Cleared
114277	August 9, 2002	1,388.88	4277	August 9, 2002	1,388.88	Cleared
114293	August 23, 2002	1,388.88			-	Cleared
NOT RECORDED		-	4275	August 1, 2002	1,388.88	Cleared
114316	September 10, 2002	1,388.88	4316	September 10, 2002	1,388.88	Cleared
114373	September 25, 2002	1,388.88			-	Never Cleared
NOT RECORDED		-	4313	September 3, 2002	1,388.88	Cleared
114423	October 10, 2002	1,388.88			-	Cleared
4479	October 25, 2002	1,388.88			-	Never Cleared
NOT RECORDED		-	4417	October 1, 2002	1,388.88	Cleared
114526	November 7, 2002	1,388.88	4526	November 5, 2002	1,388.88	Cleared
114585	November 25, 2002	1,388.88			-	Never Cleared
NOT RECORDED		-	4579	November 12, 2002	1,388.88	Cleared
14996	December 10, 2002	1,388.88	Direct Deposit	December 10, 2002	1,388.88	Cleared
15101	December 20, 2002	1,388.88	Direct Deposit	December 20, 2002	1,388.88	Cleared
NOT RECORDED		-	4627	December 2, 2002	1,388.88	Cleared
15203	January 10, 2003	1,388.88	Direct Deposit	January 10, 2003	1,388.88	Cleared
114792	January 24, 2003	1,388.88	Direct Deposit	January 24, 2003	1,388.88	Cleared
NOT RECORDED		-	4730	January 6, 2003	1,388.88	Cleared
15410	February 10, 2003	1,388.88	Direct Deposit	February 10, 2003	1,388.88	Cleared
114897	February 25, 2003	1,388.88	Direct Deposit	February 10, 2003	1,388.88	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
\$						
NOT RECORDED		-	4835	February 3, 2003	1,388.88	Cleared
114944	March 10, 2003	1,388.88	4944	March 6, 2003	1,388.88	Cleared
115002	March 25, 2003	1,388.88			-	Never Cleared
NOT RECORDED		-	4997	March 10, 2003	1,388.88	Cleared
115171	April 10, 2003	1,388.88			-	Never Cleared
115234	April 25, 2003	1,388.88			-	Never Cleared
NOT RECORDED		-	5046	April 1, 2003	2,777.76	Cleared
NOT RECORDED		-	5047	April 10, 2003	1,388.88	Cleared
NOT RECORDED		-	5051	April 30, 2003	250.00	Cleared
115287	May 9, 2003	1,388.88	5287	May 9, 2003	1,388.88	Cleared
115347	May 23, 2003	1,388.88			-	Never Cleared
NOT RECORDED		-	5053	May 1, 2003	1,138.88	Cleared
NOT RECORDED		-	5161	May 29, 2003	2,777.76	Cleared
115394	June 10, 2003	1,388.88			-	Never Cleared
115453	June 25, 2003	1,388.85	5453	June 10, 2003	1,388.85	Cleared
NOT RECORDED		-	5057	June 24, 2003	1,388.88	Cleared
NOT RECORDED		-	29739	June 18, 2003	685.00	Cleared
NOT RECORDED		-	5165	June 4, 2003	1,666.24	Cleared
Total					34,981.10	
Variance					9,295.66	

Check 14247 included amounts Ms. Davis was paid for Adult Education coordinator contract.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Per Payroll Register	Date	Per Payroll Register	Net		Actual Check Number	Date on Check	Amount on Check	Check Status
				Per Payroll Register	Amount				
115601	July 10, 2003			3,159.01		5601	July 7, 2003	3,159.01	Cleared
115617	July 25, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5063	July 14, 2003	1,453.34	Cleared
NOT RECORDED				-		5599	July 1, 2003	2,777.76	Cleared
NOT RECORDED				-		6205	July 28, 2003	351.50	Cleared
NOT RECORDED				-		29778	July 18, 2003	498.50	Cleared
115629	August 8, 2003			1,453.32		5629	August 6, 2003	1,453.32	Cleared
115645	August 25, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5071	August 1, 2003	1,453.32	Cleared
115668	September 10, 2003			1,453.32		5668	September 10, 2003	1,453.32	Cleared
115718	September 25, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5007	September 2, 2003	1,453.32	Cleared
115763	October 10, 2003			1,453.32		5763	October 10, 2003	1,453.32	Cleared
115816	October 24, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5079	October 10, 2003	1,453.32	Cleared
1112865	November 10, 2003			1,453.32		Direct Deposit	November 10, 2003	1,453.32	Cleared
115917	November 25, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5859	November 3, 2003	1,453.32	Cleared
115963	December 10, 2003			1,453.32		Direct Deposit	December 10, 2003	1,453.32	Cleared
116017	December 23, 2003			1,453.32				-	Never Cleared
NOT RECORDED				-		5087	December 16, 2003	1,453.32	Cleared
1113292	January 9, 2004			1,453.32		Direct Deposit	January 9, 2004	1,453.32	Cleared
116119	January 23, 2004			1,453.32				-	Never Cleared
NOT RECORDED				-		5089	January 2, 2004	1,453.32	Cleared
1113504	February 10, 2004			1,453.32		Direct Deposit	February 10, 2004	1,453.32	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
1116220	February 25, 2004	1,453.32			-	Never Cleared
NOT RECORDED		-	5093	February 2, 2004	1,453.32	Cleared
1113717	March 10, 2004	1,453.32	Direct Deposit	March 10, 2004	1,453.32	Cleared
1116322	March 25, 2004	1,453.32			-	Never Cleared
NOT RECORDED		-	5101	March 1, 2004	1,453.32	Cleared
1113928	April 8, 2004	1,453.32	Direct Deposit	April 8, 2004	1,453.32	Cleared
116421	April 23, 2004	1,453.32			-	Never Cleared
NOT RECORDED		-	5109	April 1, 2004	1,453.32	Cleared
1114140	May 10, 2004	1,453.32	Direct Deposit	May 10, 2004	1,453.32	Cleared
116520	May 25, 2004	1,453.32			-	Never Cleared
NOT RECORDED		-	5115	May 3, 2004	1,453.32	Cleared
1114352	June 10, 2004	1,453.32	Direct Deposit	June 10, 2004	1,453.32	Cleared
116620	June 25, 2004	1,453.32	6620	June 15, 2004	1,453.32	Cleared
		-	5127	June 1, 2004	1,453.32	Cleared
	Total	36,585.37			41,666.47	
	Variance				5,081.10	

Check 115601 included amounts Ms. Davis was paid for Adult Education coordinator contract.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Per Payroll Register	Date	Per Payroll Register	Net Amount	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2005								
116755	July 9, 2004			3,277.35				Never Cleared
116794	July 23, 2004			1,511.97	6794	July 23, 2004	1,511.97	Cleared
NOT RECORDED				-	5141	July 1, 2004	1,453.32	Cleared
NOT RECORDED				-	5143	July 6, 2004	1,000.00	Cleared
NOT RECORDED				-	5149	July 8, 2004	2,277.35	Cleared
NOT RECORDED				-	5153	July 9, 2004	1,453.32	Cleared
116807	August 10, 2004			1,511.97	6807	August 10, 2004	1,511.97	Cleared
116825	August 25, 2004			1,511.97	6825	August 25, 2004	1,511.97	Cleared
NOT RECORDED				-	6806	August 2, 2004	1,511.97	Cleared
NOT RECORDED				-	5083	August 12, 2004	1,025.00	Cleared
116844	September 10, 2004			1,511.97	6844	September 10, 2004	1,511.97	Cleared
116898	September 25, 2004			1,511.97			-	Cleared
NOT RECORDED				-	6893	September 10, 2004	1,511.97	Never Cleared
No number	October 8, 2004			1,511.97	6947	October 8, 2004	1,511.97	Cleared
117006	October 25, 2004			1,511.97	7006	October 25, 2004	1,511.97	Cleared
NOT RECORDED				-	6943	October 4, 2004	1,511.97	Never Cleared
117060	November 10, 2004			1,511.97			-	Cleared
117117	November 24, 2004			1,511.97			-	Never Cleared
NOT RECORDED				-	7053	November 2, 2004	1,511.97	Never Cleared
NOT RECORDED				-	7054	November 9, 2004	1,511.97	Never Cleared
NOT RECORDED				-	7161	November 29, 2004	1,511.97	Cleared
117200	December 10, 2004			1,511.97	7200	December 10, 2004	1,511.97	Cleared
117256	December 22, 2004			1,511.97	7256	December 20, 2004	1,511.97	Cleared
NOT RECORDED				-	7162	December 10, 2004	1,511.97	Cleared
117301	January 10, 2005			1,511.97	7301	January 10, 2005	1,511.97	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
117352	January 25, 2005	1,511.97				
NOT RECORDED			7191	January 3, 2005	-	Never Cleared
117397	February 10, 2005	-			1,511.97	Cleared
117453	February 25, 2005	1,491.97	7397	February 10, 2005	1,491.97	Cleared
117500	March 10, 2005	1,491.97	7453	February 15, 2005	1,491.97	Cleared
117557	March 24, 2005	1,491.97	7500	March 4, 2005	1,491.97	Cleared
NOT RECORDED			7557	March 24, 2005	1,491.97	Cleared
117602	April 8, 2005	-			1,491.97	Cleared
117661	April 25, 2005	1,491.50	7186	March 10, 2005	1,491.97	Cleared
NOT RECORDED					-	Never Cleared
NOT RECORDED					-	Never Cleared
1117708	May 10, 2005	1,491.50	7596	April 5, 2005	1,491.97	Cleared
111764	May 25, 2005	1,491.50	7656	April 13, 2005	1,491.97	Cleared
NOT RECORDED			7708	May 10, 2005	1,491.50	Cleared
1117812	June 10, 2005	-			-	Never Cleared
1117866	June 25, 2005	1,491.50	7184	May 2, 2005	1,491.97	Cleared
NOT RECORDED			7812	June 10, 2005	1,491.50	Cleared
9234 (AP)	June 24, 2005	2,749.21	6620	June 22, 2005	1,491.49	Cleared
9227 (AP)	June 24, 2005	26.72	7182	June 1, 2005	1,491.50	Cleared
	Total	40,625.76				
	Variance				50,814.23	
					10,188.47	

Check 116755 included amounts Ms. Davis was paid for Adult Education coordinator contract.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Register	Net Amount Per Register	Actual Check Number	Date on Check	Amount on Check	Check Status
		\$			\$	
1118009	July 8, 2005	1,604.26	8009	July 8, 2006	1,604.26	Cleared
1118021	July 25, 2005	3,440.26			-	Never Cleared
NOT RECORDED		-	7179	July 1, 2005	1,491.50	Cleared
NOT RECORDED		-	8032	July 20, 2005	1,948.76	Cleared
118035	August 10, 2005	1,604.26			-	Never Cleared
118048	August 25, 2005	1,604.26			-	Never Cleared
NOT RECORDED		-	8033	August 2, 2005	1,604.26	Cleared
NOT RECORDED		-	8034	August 5, 2005	1,604.26	Cleared
118067	September 9, 2005	1,604.26	8067	September 9, 2005	1,604.26	Cleared
118110	September 23, 2005	1,604.26			-	Never Cleared
NOT RECORDED		-	7172	September 23, 2005	1,604.26	Cleared
NOT RECORDED		-	7166	September 20, 2005	1,604.26	Cleared
118155	October 10, 2005	1,604.26			-	Never Cleared
118211	October 25, 2005	1,626.42	8211	October 25, 2005	1,626.42	Cleared
NOT RECORDED		-	8147	October 5, 2005	1,604.26	Cleared
1118258	November 10, 2005	1,604.26	8258	November 7, 2005	1,604.26	Cleared
1118317	November 22, 2005	1,604.26	8317	November 22, 2005	1,604.26	Cleared
NOT RECORDED		-	8249	November 1, 2005	1,626.42	Cleared
1118367	December 9, 2005	1,604.26	8367	December 9, 2005	1,604.26	Cleared
1118434	December 22, 2005	1,604.26	8434	December 22, 2005	1,604.26	Cleared
NOT RECORDED		-	8355	December 6, 2005	1,604.26	Cleared
118477	January 10, 2006	1,604.26	8477	January 10, 2006	1,604.26	Cleared
1118524	January 25, 2006	1,604.26	8524	January 25, 2006	1,604.26	Cleared
NOT RECORDED		-	8356	January 3, 2006	1,604.26	Cleared
1118565	February 10, 2006	1,529.26	8565	February 10, 2006	1,529.26	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date	Per Payroll Register	Net Amount	Actual Check Number	Date on Check	Amount on Check	Check Status
1118615	February 24, 2006		1,529.26	8615	February 24, 2006	1,529.26	Cleared
NOT RECORDED			-	8426	February 6, 2006	1,529.26	Cleared
1118655	March 10, 2006		1,529.26	8655	March 10, 2006	1,529.26	Cleared
1118710	March 24, 2006		1,529.26			-	Never Cleared
1118748	April 10, 2006		1,529.26	8748	April 10, 2006	1,529.26	Cleared
118799	April 25, 2006		1,529.26			-	Never Cleared
NOT RECORDED			-	8422	April 3, 2006	1,529.26	Cleared
118841	May 10, 2006		1,529.26	8841	May 4, 2006	1,529.26	Cleared
1118894	May 25, 2006		1,529.26	8894	May 22, 2006	1,529.26	Cleared
NOT RECORDED			-	8414	May 3, 2006	1,529.26	Cleared
118936	June 9, 2006		1,529.26	8936	June 7, 2006	1,529.26	Cleared
1117002	June 23, 2006		1,529.26			-	Never Cleared
1117159	July 25, 2006		3,512.69	SHOULD BE IN FY07		3,512.69	Cleared
			-	8417	June 1, 2006	1,529.26	Cleared
			<u>43,123.09</u>			<u>51,091.55</u>	
						<u>7,968.46</u>	

Check 118021 included amounts Ms. Davis was paid for Adult Education coordinator contract. Check 118211 included amounts Ms. Davis earned for taking tickets. Check 1117159 was included in FY06 payroll, dated in July and cleared in July. Reviewed software postings and payroll reports, does not appear to be a deliberate error.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number Per Payroll Register	Date Per Payroll Register	Net		Actual Check Number	Date on Check	Amount on Check	Check Status
		Per Payroll Register	Amount				
\$							
1117141	July 10, 2006	1,621.61	7141	July 8, 2006	1,621.61	Cleared	
1117159	July 25, 2006	3,512.69	7159	July 25, 2006	3,512.69	Cleared	
NOT RECORDED		-	8999	July 6, 2006	1,621.61	Cleared	
NOT RECORDED		-	7002	June 23, 2006	1,529.26	Cleared	
No number	August 10, 2006	1,621.61	7173	August 10, 2006	1,621.61	Cleared	
1117188	August 25, 2006	1,621.61	7188	August 25, 2006	1,621.61	Cleared	
NOT RECORDED		-	8993	August 22, 2006	1,621.61	Cleared	
1117208	September 8, 2006	1,621.61	7208	September 8, 2006	1,621.61	Cleared	
1117253	September 25, 2006	1,621.61	7253	September 25, 2006	1,621.61	Cleared	
NOT RECORDED		-	8991	September 5, 2006	1,621.61	Cleared	
1117291	October 10, 2006	1,621.61	7291	October 10, 2006	1,621.61	Cleared	
1117341	October 25, 2006	1,621.61	7341	October 25, 2006	1,621.61	Cleared	
NOT RECORDED		-	8986	October 3, 2006	1,621.61	Cleared	
1117381	November 10, 2006	1,621.61	7381	November 10, 2006	1,621.61	Cleared	
1117434	November 21, 2006	1,621.61			-	Never Cleared	
NOT RECORDED		-	7374	November 3, 2006	1,621.61	Cleared	
1117473	December 8, 2006	1,621.61	7473	December 8, 2006	1,621.61	Cleared	
No number	December 22, 2006	1,621.61			-	Never Cleared	
NOT RECORDED		-	7466	December 1, 2006	1,621.61	Cleared	
NOT RECORDED		-	7523	December 31, 2006	1,621.61	Cleared	
1117566	January 10, 2007	1,621.61			-	Never Cleared	
1117615	January 25, 2007	1,621.61	7615	January 25, 2007	1,621.61	Cleared	
NOT RECORDED		-	7559	January 3, 2007	1,621.61	Cleared	
No number	February 9, 2007	1,877.40			-	Never Cleared	
No number	February 23, 2007	1,899.86	7708	February 23, 2007	1,899.86	Cleared	

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Christine Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2007						
NOT RECORDED					\$	
No number	March 9, 2007	-	7648	February 1, 2007	1,621.61	Cleared
No number	March 23, 2007	1,899.86	7751	March 9, 2007	1,899.86	Cleared
NOT RECORDED						
No number	April 10, 2007	-	7804	March 23, 2007	1,899.86	Cleared
No number	April 25, 2007	1,899.86	7799	March 13, 2007	1,899.86	Cleared
NOT RECORDED						
No number	May 10, 2007	1,899.86	7842	April 10, 2007	1,899.86	Cleared
No number	May 25, 2007	332.74	7897	April 25, 2007	1,899.86	Cleared
			7836	April 3, 2007	1,899.86	Cleared
					-	Never Cleared
					-	Never Cleared
		Total			49,151.56	
					Variance	
					10,948.64	
					Grand total	
					44,537.21	

Check 118021 included amounts Ms. Davis was paid for Adult Education coordinator contract. Ms. Davis was terminated on May 14, 2007. Her May 25, 2007 payroll check was prorated based on the number of days she worked.

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Christine Davis - Flex Plan
For the Period July 1, 2001 through June 30, 2007

<u>Date</u>	<u>Check Number</u>	<u>Amount</u>
		\$
FY2002		
December 19, 2001	1221	200.00
January 10, 2002	1224	1,200.00
April 4, 2002	1258	1,000.00
April 29, 2002	1271	125.00
June 7, 2002	1291	250.00
		2,775.00
FY2003		
July 15, 2002	1292	450.00
September 30, 2002	1321	75.00
March 20, 2003	1394	500.00
March 24, 2003	1395	750.00
April 23, 2003	1397	750.00
June 16, 2003	1425	950.00
June 26, 2003	1434	150.00
		3,625.00
FY2004		
July 16, 2003	1435	750.00
April 28, 2004	1554	900.00
		1,650.00
FY2005		
August 2, 2004	1593	1,200.00
September 14, 2004	1601	250.00
November 15, 2004	1627	1,100.00
December 15, 2004	1637	300.00
December 15, 2004	1652	276.50
December 28, 2004	1653	495.00
March 23, 2005	1703	350.00
April 25, 2005	1719	785.00
June 24, 2005	1752	1,100.00
		5,856.50
FY2006		
August 18, 2005	1777	750.00
November 16, 2005	1810	675.00
June 20, 2006	1929	250.00
		1,675.00
FY2007		
August 29, 2006	1951	550.00
September 29, 2006	1964	550.00
January 31, 2007	2023	250.00
April 12, 2007	2047	3,250.00
		4,600.00
Grand total		20,181.50

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Christine Davis - Accounts Payable
For the Period July 1 through June 30, 2007

Check Number	Date Per Check Register	Net Amount Per Register	Actual Check Number	Date on Check	Amount on Check	Check Status
29469	October 19, 2001	1,853.31	29469	October 19, 2001	432.84	Cleared
NOT RECORDED		-	3167	October 17, 2001	1,420.47	Cleared
29476	November 26, 2001	565.51	29476	November 26, 2001	15.00	Cleared
NOT RECORDED		-	29470	November 15, 2001	550.51	Cleared
	Total	<u>2,418.82</u>			<u>2,418.82</u>	
	Variance				<u>-</u>	

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Per Payroll Register	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
			\$				
			\$				
13075	September 10, 2001		-	11248	August 22, 2001	460.00	Cleared
13125	September 25, 2001		497.59	13075	September 10, 2001	497.59	Cleared
3178	October 10, 2001		497.59	13125	September 20, 2001	497.59	Cleared
13230	October 25, 2001		497.59	3178	October 9, 2001	497.59	Cleared
13277	November 8, 2001		497.59	3227	October 15, 2001	497.59	Cleared
13336	November 21, 2001		497.59	13277	November 7, 2001	497.59	Cleared
111384	December 10, 2001		509.98	3333	November 14, 2001	497.59	Cleared
13442	December 21, 2001		497.59	111384	December 10, 2001	509.98	Cleared
3491	January 10, 2002		513.98	3439	December 11, 2001	497.59	Cleared
13548	January 25, 2002		513.98			-	Never Cleared
NOT RECORDED			-	3486	January 3, 2001	995.18	Never Cleared
NOT RECORDED			-	3544	January 7, 2002	32.78	Cleared
13599	February 8, 2002		513.98	13599	February 8, 2002	513.98	Cleared
13656	February 25, 2002		644.90	13656	February 25, 2002	644.90	Cleared
13707	March 8, 2002		582.76	13707	March 8, 2002	582.76	Cleared
13765	March 25, 2002		858.85	13765	March 25, 2002	858.85	Cleared
13816	April 10, 2002		714.26			-	Never Cleared
13874	April 25, 2002		582.76			-	Never Cleared
NOT RECORDED			-	3811	April 2, 2002	1,100.00	Never Cleared
NOT RECORDED			-	3921	April 22, 2002	197.02	Cleared
13931	May 10, 2002		513.98			-	Never Cleared
13992	May 24, 2002		513.98			-	Never Cleared
NOT RECORDED			-	3923	May 6, 2002	520.00	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
\$						
NOT RECORDED						
14045	June 10, 2002	-	3986	May 8, 2002	448.02	Cleared
114105	June 25, 2002	513.98			-	Never Cleared
1111439	June 26, 2002	513.98	4139	June 26, 2002	513.98	Never Cleared
114167	June 27, 2002	513.98	4167	June 27, 2002	513.98	Cleared
114193	June 28, 2002	513.98	4193	June 28, 2002	513.98	Cleared
114220	June 29, 2002	514.04	4220	June 29, 2002	514.04	Cleared
NOT RECORDED			4037	June 10, 2002	1,087.90	Cleared
	Total	13,030.48			13,490.48	
	Variance				460.00	

Mr. Davis was paid for substituting, ticket taking and other duties at various times - all appear to be proper. Mr. Davis was issued checks on June 26 through June 30 to pay for contract amounts corresponding to the current school year. This was done for all employees whose contracts were completed at the end of the academic year that were paid on a twelve month basis.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number Per Payroll Register	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2003		\$			\$	
114317	September 10, 2002	575.77	4317	September 10, 2002	575.77	Cleared
114374	September 25, 2002	575.77			-	Never Cleared
NOT RECORDED		-	4370	September 16, 2002	575.77	Cleared
114424	October 10, 2002	866.84	4424	October 10, 2002	866.84	Cleared
14692	October 25, 2002	828.45	4692	October 25, 2002	828.45	Cleared
14793	November 7, 2002	789.93	14793	November 7, 2002	789.93	Cleared
114586	November 25, 2002	759.11			-	Never Cleared
NOT RECORDED		-	4580	November 18, 2002	759.11	Cleared
114633	December 10, 2002	723.15	114633	December 6, 2002	723.15	Cleared
114687	December 20, 2002	575.77			-	Never Cleared
NOT RECORDED		-	4684	December 12, 2002	575.77	Cleared
114735	January 10, 2003	575.77	114735	January 10, 2003	575.77	Cleared
114793	January 24, 2003	575.77	114793	January 24, 2003	575.77	Cleared
114841	February 10, 2003	575.77	114841	February 6, 2003	575.77	Cleared
114898	February 25, 2003	575.77			-	Never Cleared
NOT RECORDED		-	4894	February 12, 2003	575.77	Cleared
114945	March 10, 2003	575.77	4944	March 10, 2003	575.77	Cleared
115003	March 25, 2003	575.77			-	Never Cleared
NOT RECORDED		-	4998	March 17, 2003	575.77	Cleared
115172	April 10, 2003	575.77			-	Never Cleared
115235	April 25, 2003	575.77			-	Never Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2003		\$			\$	
115288	May 9, 2003	-	5049	April 7, 2003	1,151.54	Cleared
115348	May 23, 2003	575.77			-	Never Cleared
NOT RECORDED		575.72			-	Never Cleared
115395	June 10, 2003	779.38	5055	May 6, 2003	1,151.54	Cleared
NOT RECORDED		-	5163	June 2, 2003	-	Never Cleared
	Total	<u>12,231.82</u>			<u>1,299.00</u>	Cleared
	Variance				<u>12,751.49</u>	
					<u>519.67</u>	

Mr. Davis was paid for substituting, ticket taking and other duties at various times - all appear to be proper. This was done for all employees whose contracts were completed at the end of the academic year that were paid on a twelve month basis.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2004						
NOT RECORDED		-	5069	July 21, 2003	1,202.39	Cleared
NOT RECORDED		-	5073	August 10, 2003	739.98	Cleared
NOT RECORDED		-	5075	August 25, 2003	958.00	Cleared
1115669	September 10, 2003	840.91	5669	September 9, 2003	840.91	Cleared
1112556	September 25, 2003	2,139.90	Direct Deposit	September 25, 2003	2,139.90	Cleared
1112658	October 10, 2003	840.91	Direct Deposit	October 10, 2003	840.91	Cleared
1112762	October 24, 2003	840.91	Direct Deposit	October 24, 2003	840.91	Cleared
NOT RECORDED		-	5081	October 23, 2003	840.91	Cleared
1112866	November 10, 2003	868.17	Direct Deposit	November 10, 2003	868.17	Cleared
1112974	November 25, 2003	840.91	Direct Deposit	November 25, 2003	840.91	Cleared
115964	December 10, 2003	840.91	5964	December 10, 2003	840.91	Cleared
116018	December 23, 2003	840.91	6018	December 23, 2003	840.91	Cleared
1113293	January 9, 2004	840.91	Direct Deposit	January 9, 2004	840.91	Cleared
116120	January 23, 2004	840.91			-	Never Cleared
NOT RECORDED		-	5091	January 7, 2004	840.91	Cleared
1113505	February 10, 2004	840.91	Direct Deposit	February 10, 2004	840.91	Cleared
1116221	February 25, 2004	874.97			-	Never Cleared
NOT RECORDED		-	5095	February 4, 2004	840.91	Cleared
NOT RECORDED		-	5099	February 10, 2004	34.06	Cleared
1113718	March 10, 2004	840.91	Direct Deposit	March 10, 2004	840.91	Cleared
1116323	March 25, 2004	943.02			-	Never Cleared
NOT RECORDED		-	5103	March 5, 2004	840.91	Cleared
NOT RECORDED		-	5107	March 24, 2004	102.11	Cleared
1113929	April 8, 2004	977.05	Direct Deposit	April 8, 2004	977.05	Cleared
116422	April 23, 2004	977.05			-	Never Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2004		\$			\$	
1114141	May 10, 2004	-	5111	April 12, 2004	840.91	Cleared
116521	May 25, 2004	868.17	Direct Deposit	April 12, 2004	200.00	Cleared
NOT RECORDED		922.61		May 10, 2004	868.17	Cleared
NOT RECORDED		-	5117	May 5, 2004	-	Never Cleared
1114353	June 10, 2004	840.91	Direct Deposit	May 5, 2004	840.91	Cleared
116621	June 25, 2004	840.91		May 5, 2004	17.84	Cleared
116659	June 26, 2004	840.91		June 10, 2004	840.91	Cleared
116689	June 28, 2004	840.91			-	Never Cleared
116718	June 29, 2004	840.91			-	Never Cleared
116747	June 30, 2004	840.96			-	Never Cleared
NOT RECORDED		-	5129	June 10, 2004	840.91	Cleared
NOT RECORDED		-	5133	June 16, 2004	1,000.00	Cleared
NOT RECORDED		-	5135	June 29, 2004	840.91	Cleared
NOT RECORDED		-	5137	June 30, 2004	69.46	Cleared
NOT RECORDED		-	5155	June 30, 2004	500.00	Cleared
Total		<u>22,025.55</u>			<u>24,813.51</u>	
	Variance				<u>2,787.96</u>	

Mr. Davis was paid for substituting, ticket taking and other duties at various times - all appear to be proper. Mr. Davis was issued checks on June 26 through June 30 to pay for contract amounts corresponding to the current school year. This was done for all employees whose contracts were completed at the end of the academic year that were paid on a twelve month basis.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number Per Payroll Register	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2005						
Health ins. premium - no support			115151	July 9, 2004	2,115.54	Cleared
NOT RECORDED		-	6824	August 6, 2004	1,525.00	Cleared
NOT RECORDED		-	5157	August 24, 2005	652.00	Cleared
116845	September 10, 2004	866.91	6845	September 10, 2004	866.91	Cleared
116899	September 25, 2004	866.91	6899	September 25, 2004	866.91	Cleared
NOT RECORDED		-	5159	September 1, 2004	255.00	Cleared
NOT RECORDED		-	6892	September 10, 2004	866.91	Cleared
No number	October 8, 2004	866.91	6948	October 7, 2004	866.91	Cleared
117007	October 25, 2004	866.91	7007	October 25, 2004	866.91	Cleared
NOT RECORDED		-	6894	October 1, 2004	866.91	Cleared
117061	November 10, 2004	866.91	7061	November 8, 2004	866.91	Cleared
117118	November 24, 2004	866.91	7118	November 17, 2004	866.91	Cleared
117201	December 10, 2004	866.91				Never
1115700	December 22, 2004	866.91	Direct Deposit	December 20, 2004	866.91	Cleared
NOT RECORDED		-	7163	December 1, 2004	866.91	Cleared
NOT RECORDED		-	7194	December 6, 2004	866.91	Cleared
1115811	January 10, 2005	867.48	Direct Deposit	January 10, 2005	867.48	Cleared
117353	January 25, 2005	867.48		January 25, 2005	867.48	Cleared
117398	February 10, 2005	667.48	7398	February 10, 2005	667.48	Cleared
117454	February 25, 2005	667.48	7454	February 25, 2005	667.48	Cleared
117501	March 10, 2005	667.48	7501	March 10, 2005	667.48	Cleared
117558	March 24, 2005	667.48	7558	March 24, 2005	667.48	Cleared
NOT RECORDED		-	7187	March 2, 2005	667.48	Cleared
117603	April 8, 2005	673.43	7603	April 8, 2005	673.43	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2005						
		\$				
117662	April 25, 2005	673.43				
NOT RECORDED			7657	April 21, 2005	-	Never Cleared
1117709	May 10, 2005	684.04	7709	May 10, 2005	673.43	Cleared
111765	May 25, 2005	673.43			684.04	Cleared
NOT RECORDED			7185	May 2, 2005	-	Never Cleared
1117813	June 10, 2005	673.43			667.48	Cleared
1117867	June 25, 2005	673.43				Never Cleared
1117901	June 27, 2005	673.43	7901	June 7, 2005	-	Never Cleared
1117929	June 28, 2005	673.43	7929	June 8, 2005	673.43	Cleared
1117956	June 29, 2005	673.43	7956	June 23, 2005	673.43	Cleared
1117983	June 30, 2005	673.40	7983	June 30, 2005	673.40	Cleared
NOT RECORDED			7180	June 7, 2005	673.43	Cleared
NOT RECORDED			7181	May 31, 2005	673.43	Cleared
	Total	18,085.04			25,894.84	
	Variance				7,809.80	

Mr. Davis was paid for substituting, ticket taking and other duties at various times - all appear to be proper. Mr. Davis was issued checks on June 26 through June 30 to pay for contract amounts corresponding to the current school year. This was done for all employees whose contracts were completed at the end of the academic year that were paid on a twelve month basis.

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
FY2006					\$	
NOT RECORDED		-	7178	July 20, 2005	750.00	Cleared
NOT RECORDED		-	7176	August 18, 2005	790.00	Cleared
118068	September 9, 2005	704.92			-	Never Cleared
118110	September 23, 2005	704.92			-	Never Cleared
NOT RECORDED		-	7175	September 9, 2005	201.11	Cleared
NOT RECORDED		-	17-Aug	September 23, 2005	418.73	Cleared
1117726	October 10, 2005	735.31	Direct Deposit	October 10, 2005	735.31	Cleared
118212	October 25, 2005	721.47	8212	October 21, 2005	721.47	Cleared
1117952	November 10, 2005	704.92	Direct Deposit	November 10, 2005	704.92	Cleared
1118318	November 22, 2005	704.92			-	Never Cleared
NOT RECORDED		-	8429	November 22, 2005	704.92	Cleared
NOT RECORDED		-	8250	November 1, 2005	503.81	Cleared
NOT RECORDED		-	8354	November 15, 2005	201.11	Cleared
1118368	December 9, 2005	715.05			-	Never Cleared
1118435	December 22, 2005	704.92			704.92	Cleared
NOT RECORDED		-	8435	December 22, 2005	704.92	Cleared
118478	January 10, 2006	720.98			704.92	Cleared
1118525	January 25, 2006	700.71			720.98	Cleared
1118566	February 10, 2006	720.98			700.71	Cleared
1118616	February 24, 2006	700.71			720.98	Cleared
NOT RECORDED		-	8616	February 24, 2006	700.71	Cleared
1118656	March 10, 2006	700.71			700.71	Cleared
1118711	March 24, 2006	700.71			700.71	Cleared
		-	8423	March 20, 2006	-	Never Cleared
					700.71	Cleared

Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT

Improper Checks Issued to Donald Davis - Payroll
For the Period July 1, 2001 through June 30, 2007

Check Number	Date	Per Payroll Register	Net Amount Per Payroll Register	Actual Check Number	Date on Check	Amount on Check	Check Status
1118749	April 10, 2006		711.84	8748	April 10, 2006	711.84	Cleared
118800	April 25, 2006		701.71			-	Never Cleared
118842	May 10, 2006		721.98	8842	May 5, 2006	721.98	Cleared
1118895	May 25, 2006		692.34	8895	May 25, 2006	692.34	Cleared
118937	June 9, 2006		701.71	8937	June 9, 2006	701.71	Cleared
1117003	June 23, 2006		701.71	7003	June 23, 2006	701.71	Cleared
1117036	June 26, 2006		701.71	7036	June 26, 2006	701.71	Cleared
1117064	June 27, 2006		701.71	7064	June 27, 2006	701.71	Cleared
1117090	June 28, 2006		701.71	7090	June 28, 2006	701.71	Cleared
1117116	June 29, 2006		701.65	7116	June 29, 2006	701.65	Cleared
	Total		16,979.30			18,423.09	
	Variance					1,443.79	

Mr. Davis was paid for substituting, ticket taking and other duties at various times - all appear to be proper. Mr. Davis was issued checks on June 26 through June 30 to pay for contract amounts corresponding to the current school year. This was done for all employees whose contracts were completed at the end of the academic year that were paid on a twelve month basis.

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL**

Improper Checks Issued to Donald Davis - Flex Plan
For the Period July 1, 2001 through June 30, 2007

<u>Date</u>	<u>Check Number</u>	<u>Amount</u>
		\$
FY2003		
November 20, 2002	1333	<u>500.00</u>

**Special Investigation of the
WEST MARSHALL COMMUNITY SCHOOL DISTRICT**

Improper Checks Issued to Donald Davis - Accounts Payable
For the Period July 1, 2001 through June 30, 2007

Check Number	Date Per Check Register	Net Amount Per Check Register	Actual Check Number	Date on Check	Amount on Check	Check Status
29469	October 19, 2001	1,853.31	29469	October 19, 2001	432.84	Cleared
NOT RECORDED		-	3167	October 17, 2001	1,420.47	Cleared
29476	November 26, 2001	565.51	29476	November 26, 2001	15.00	Cleared
NOT RECORDED		-	29470	November 15, 2001	550.51	Cleared
		<u>2,418.82</u>			<u>2,418.82</u>	
	Variance				<u>-</u>	